

## **General Policies and Procedures for Little Saints Preschool**

It is the purpose of the Little Saints Preschool program at St. Hubert School to support families by providing a safe, loving, nurturing, caring and Christian environment while preparing three, four and five year olds to be successful life long learners. At St. Hubert School we believe that early childhood should be a time of play and feeling safe. Our program includes opportunities of exploration and discovery of God's creation. Little Saints Preschool's purpose is to provide an atmosphere that encourages spiritual development, cognitive development, emotional development, social development and the development of the whole child as a unique person. Parents are welcome to visit Little Saints Preschool at any time during hours of operation.

### **Accident, Illness, Injury**

All preschool teachers, teacher's assistants, and administrators are trained in First Aid and CPR. In addition, there is a licensed registered nurse available at all times when school is in session. When an accident occurs, it is reported to school administration. An incident report regarding the accident must be filled out by the teacher, nurse and/or any witnesses. If serious accidents occur, parents are contacted to make necessary decisions and supervisors will call 911. In case of unexpected illness or accident, the child will be escorted to the school nurse's office. Parents will be notified immediately by the preschool teacher, teacher assistant, administrator, office personnel or school nurse. Parents will be expected to pick up the child and sign them out with the nurse or an office staff person.

In the event of an accident requiring the change of clothing, a shirt, a pair of sweatpants, socks, and underwear will be furnished for the child to wear home. The child will be assisted in changing into clean clothes and the soiled clothes will be placed in a plastic bag and sent home. Please wash and return all of the provided clothes with the exception of the underwear (the underwear is new and may be kept by the child). If toileting accidents become frequent, the child may be more comfortable wearing a pull up.

### **Admissions**

- A child needs to be 3 years old by August 31 with independent bathroom skills to enroll into the two day program.
  
- A child needs to be 4 years old by October 31<sup>st</sup> to enroll into the three day morning program or four day afternoon program.
  
- Registration forms will be mailed to parishioners who have submitted *Intent to Register for Kindergarten* forms for the corresponding years during the month of November. A deadline will be listed to secure a spot in the preschool program. If more applications than available spots are received, the numerical order of receipt of *Intent to Register for Kindergarten* forms will be utilized. If room is available after the stated deadline date, classes will be filled on a first-come/first-served basis.

- If the classes are filled when an application is received, the application fee will be returned and the child's name will be put on a waiting list. Vacancies will be filled as they occur.

- Parents of enrolled children will receive a letter inviting them and their children to Preschool Roundup the week before preschool classes begin.

### **Arrival and Pick Up**

We will be utilizing a curb to door drop off and pick up procedure. At drop off, staff members will greet children at the door of their vehicle which will be lined up in the circle between 9:10 and 9:20 for the morning classes and between 12:55 and 1:05 for the afternoon class. After the designated drop off times, the preschool entry doors will be locked. If you arrive late, you will need to enter the building through the main school doors and check in at the school office.

At pick up, please plan to be in the pick up line at 11:40 for the morning classes and 3:25 for the afternoon class. Staff members will escort children to their vehicles. After the 10 minute pick-up time, your child will be brought into the preschool room and you will be billed \$1 per minute that you are late.

Parents who wish to walk their children into the preschool classroom or pick their children up in the preschool classroom may certainly do so. Parents leaving their vehicles must park in the upper south lot and walk in through door number 8.

St. Hubert preschool and school staff reserve the right to refuse to send a child home with an individual who is incapacitated or suspected of abuse attempts.

The safety of all our children at St. Hubert School is our main concern. Therefore, the preschool drop off and pick up line is a **No Cell Phone Zone**.

### **Attendance**

If a child will not be attending preschool classes on a given day, parents need to call the preschool room at 952-374-5069 or email the teacher to report the child's illness or absence.

If a child is discovered missing during class time, the teacher must:

1. Notify school administration
2. Administration and others will search the school building and, if necessary, search the school grounds
3. Teacher or office personnel will notify parents of the child's absence.
4. Contact police or other emergency agency for assistance.

### **Birthdays**

We will celebrate birthdays and half birthdays. June birthdays will be celebrated in December, July birthdays will be celebrated in January and August birthdays will be celebrated in February. Rather than a typical birthday treat, we ask that your child treat

us with fun napkins to be used at snack time. If you would like, you may donate a book to our classroom. These books will be donated to the school library when your child graduates from preschool. **Please do not send goodie bags or treats to share.**

**Bomb Threat/Fire Drill/Tornado Drill and Lock Down**

St. Hubert School is mandated to exercise 5 fire drills, 5 lock downs and 2 tornado drills during the school year. In addition, Little Saints preschool has one fire drill a month. These drills take place to ensure that if an actual situation were to occur our children will know the proper safety procedures. In the event of a bomb threat students will be evacuated from the building and the police will be called. St. Hubert School’s designated shelter is SummerWood. Full emergency plans can be found in the St. Hubert School Family Handbook as well as the Little Saints Preschool Risk Assessment Plan which is available to view upon request. Drills are logged by the preschool teacher

**Building Code for Facility Containing Preschool**

Our facility complies with all areas of the Minnesota State Building Code. A facility floor plan exists for the preschool classroom and adjacent hallways as well as emergency exits and tornado shelter area. A telephone is available in the classroom and a teacher can call out as well as call any location in the school building. We maintain at least 35 square feet of space per child. There are no hot surfaces within the classrooms or adjacent hallways. Electrical outlets are covered when not in use. A minimum room temperature of 68 degrees is maintained. One fire extinguisher is located in the hallway near the preschool classroom, one extinguisher is in the classroom, and one is in the indoor playroom. Bathroom facilities are located in the classroom and are maintained and sanitized by the custodial staff on a daily basis. Toilets, sinks, faucets, and hand drying devices are appropriate for the children’s height – sturdy and washable steps are provided as well. The temperature of the water does not exceed 120 degrees Fahrenheit. The staff monitors hand washing. These safety measures are outlined in the Little Saints Preschool Risk Reduction Plan, which is available to view upon request.

A First Aid kit is available in the classroom. All preschool personnel are trained in First Aid and CPR. We also have a Registered Nurse available in the building during preschool class hours.

**Calendar and Class Schedules**

3 year old program	Tues/Thurs	9:10-11:40
4/5 year old AM program	Mon/Wed/Fri	9:10-11:40
4/5 year old PM program	Mon – Thurs	12:55-3:25

A preschool calendar will be distributed monthly as well as displayed on Sycamore.

## **Preschool Chain of Command**

Mary Roles, EdS  
952-934-6003 ext 320  
[mary.roles@sthubert.org](mailto:mary.roles@sthubert.org)

SHS Principal

RuthAnn Scharf  
952-374-5069  
[ruthann.scharf@sthubert.org](mailto:ruthann.scharf@sthubert.org)

Preschool Teacher

Jennifer Veum  
952-374-5069  
[jennifer.veum@sthubert.org](mailto:jennifer.veum@sthubert.org)

Preschool Assistant Teacher

\*A detailed copy of our preschool program plan is available upon request.

### **Closing of School Because of Weather Conditions**

We encourage parents to use discretion when transporting children during questionable weather conditions. We will certainly respect your judgment if you choose to keep your child home due to such conditions. St. Hubert School follows the Eastern Carver County District #112 decisions to close school due to severe weather. Please listen to WCCO or other local news broadcasts for weather related announcements. SHS also utilizes a phone call system to notify parents of late starts and school closures. Morning preschool classes will be cancelled when a late start is called by the Eastern Carver County School District. Afternoon preschool classes will be cancelled when an early dismissal is called by the Eastern Carver County School District.

### **Clothing**

Please dress your children in self help clothing that allows freedom of movement and is appropriate to the weather. We will go outside for large motor play unless the windchill temperature is 10 degrees or below. For playground safety, please no long dresses or flip-flops. Shoes and sandals should also have a strap on the back. Shorts are required under dresses/skirts.

### **Communication**

We feel it is imperative that communication between home and school always be open and thorough. Each month you will receive a calendar with a schedule of activities. Events will also be communicated by e-mail and/or posted on Sycamore. You may contact the preschool teacher by phone or email at any time to leave a message or ask a question. However, if a message needs to be given to the preschool teacher immediately, call the school office at 952-934-6003. Teachers do not listen to their voice mails or check their emails during the school day.

The parent will be asked to sign a permission slip in the event your child and/or the group is involved in a public relations activity that might result in pictures being displayed in

newspapers or other publications. If an occasion would occur involving research, experimental procedures or public relations activity involving children in preschool the preschool teacher will send home a form requesting written parental permission for a child to be involved.

### **Conferences**

Preschool conferences will be held in the fall and spring. Parents will be given a progress report showing development in the areas of Social/Emotional, Physical, Cognitive, and Language. Do not wait until conference time if you feel there is a problem. The teacher will be glad to make an appointment or have a phone conference. We ask that you do not discuss the child with the teacher in the classroom when children are present, or at drop off or pickup time.

### **Confidentiality of Records**

Children's records will not be disclosed to any person other than the child, child's parent or guardian, the child's legal representative, the child's teacher and St. Hubert School administration and kindergarten teachers unless the child's parent has given written consent.

### **Daily Schedules**

#### **3 year old class**

9:10-9:30 Arrival/Meet & Greet  
9:30-9:45 Opening Meeting  
9:45-10:30 Centers  
10:30-10:45 Movin' & Groovin'  
10:45-11:00 Snack  
11:00-11:30 Outside Play  
11:30-11:40 Closing Meeting/Dismissal

#### **4/5 year old AM class**

9:10-9:30 Arrival/Meet & Greet  
9:30-9:45 Opening Meeting  
9:45-10:30 Centers  
10:30-10:45 Alphabet Soup  
10:45-11:00 Snack  
11:00-11:30 Outside Play  
11:30-11:40 Closing Meeting/Dismissal

#### **4/5 year old PM class**

12:55-1:10 Arrival/Table Time  
1:10-1:30 Opening Meeting  
1:30-2:15 Centers  
2:15-2:30 Alphabet Soup  
2:30-2:45 Snack  
2:45-3:15 Outside Play  
3:05-3:25 Closing Meeting/Dismissal

## **Discipline**

Little Saints Preschool uses the following discipline cycle for unacceptable behavior.

- 1 – The child will be given a verbal and/or visual cue to self-correct.
- 2 – The teacher will explain to the child that the behavior is “not ok” and the child will be redirected to another activity. (The child will have two teacher options/activities to choose from.)
- 3 – The teacher will explain to the child again that the behavior is “not ok” and the child will be redirected to another activity chosen by the teacher.
- 4 – The child will be redirected to a quiet area to look at a book and “calm their body down.” (The teacher will stay within “eyeshot” of the child and help the child calm down if needed.)
- 5 – The parents and school administration will be notified. At this point a meeting will be set up between parents and school to determine consistent strategies that can be used at home and school to help the child understand that the behavior is unacceptable and learn ways to change the behavior.

At no time is any staff member allowed to:

1. Subject a child to corporal punishment such as hitting, pinching, shaking, shoving, etc.
2. Subject a child to emotional abuse such as name-calling, threatening, humiliation, etc.
3. Separate a child from the group except in accordance with an approved program plan.
4. Punish a child for lack of toileting
5. Punish a child by withholding food, clothing, etc.
6. Physically or mechanically restrain a child except in the event that he/she may harm him/herself or others.

## **Family Concerns**

Please call us when your child has special needs such as if death, drug or alcohol treatment, separation or divorce, or of any other events that may effect your child. If there is a change in the role of custodial parent, please notify the school as soon as possible.

## **Field Trips**

It is the policy of Little Saints Preschool to not take field trips outside of the school building.

## **Goals and Objectives of Preschool Program**

### **Spiritual Development**

Children will increase their awareness that each individual child is special and God loves us all. The values of mutual caring, respect and sensitivity to others will be developed through prayer, song, role modeling, scripture stories and the celebration of holidays.

### **Cognitive Development**

An environment exists in our preschool program that enables children to flourish in the areas of art, music, dramatic play, large and fine motor skills, cognitive skills, language and sensory skills. As children are learning these skills, they are increasing their ability to concentrate on a larger group activity, participate in discussions and explore different language and body movements to communicate with peers and adults. This is done by utilizing a curriculum that balances both creativity and structure, thus encouraging children to reason and question, expand their communicative abilities and strengthen fine and gross motor skills.

### **Emotional and Social Development**

Developmentally appropriate experiences are provided that will promote responsibility and healthy relationships. We strive to build each child's self worth and independence as well as cultivating socialization skills and deepening respect for themselves and others. Children are guided in acquiring and developing the skill of making choices and solving problems.

## **Grievance Policy**

If a grievance between parent/guardian or a student and a teacher, teacher assistant or school administrator should arise the following grievance procedure shall apply:

1. The parent (grievant) will meet with the teacher respondent to discuss resolution of the grievance.
2. If the grievance is not resolved, the grievant will meet with the Director or Principal or with a person designated by the pastor (if the grievance involves a school administrator)
3. If the grievance is still not resolved, a Grievance Committee will hear the grievance.
4. The Grievance Committee will be made up of three persons: one designated by the pastor, one designated by the respondent, and one designated by the grievant.
5. The committee will need to receive evidence. It shall have the discretion to determine whether such evidence shall be written, oral, or both.
6. At the conclusion of the meeting, and upon due consideration, the committee will make its recommendation to the pastor. The committee shall not have the power to alter or amend preschool policies.
7. The pastor or his designate will then decide the grievance.
8. The grievance procedure should be completed within 30 days.
9. If the grievance determination is not resolved to the satisfaction of either party, a referral to Archdiocesan Due Process may be made. Nothing contained herein shall obligate either party to consent to conciliation or arbitration under the Archdiocesan Due Process Procedures.

## **Hazardous Objects and Spills**

Sharp objects, medicines, plastic bags, poisonous plants and chemicals, including household and art supplies are stored in locked cabinets or placed out of reach. Included in the St. Hubert School personnel handbook and the Little Saints Risk Reduction Plan are an emergency preparedness plans that would be implemented in the event of a hazardous spill. Children may be evacuated from the building to a safe outdoor location or to Summerwood. All necessary clean-up will be handled by properly licensed agencies.

## **Health Procedures:**

A **Physical and Immunization Record** is **required** before your child may enter the preschool program. Each child is required by state regulations to have on file a health statement, which includes a record of up-to-date immunizations and the signature of the child's source of medical care. If a child's health care summary is not complete at the time of enrollment or by the first day of classes the child cannot be admitted. Each child who has not had a physical exam within the last year must have one before entrance into preschool.

A **Child Health Information Sheet** must be completed by the parents at the beginning of the school year. This sheet contains information for the school staff as to what action would be taken in case of accident or illness. It also includes emergency contact persons.

In case of illness or injury, the child will be kept under supervision and may be separated from classmates until transportation can be arranged. Parents will be contacted directly by the teacher, teacher's assistant, administrator, nurse or office personnel. The child may be removed from the classroom and escorted to the nurse's office if in the judgment of the teacher it is in the best interest of the child and the child's class to do so. The school nurse supervises a sick child until the parent arrives. Our school nurse is in the building daily from 9:00 AM until 3:50 PM.

If there is any indication that a situation is serious, every attempt will be made to contact parents immediately, and we will call 911.

## **Illness of Child**

A child with any of the following conditions cannot attend Preschool:

- A reportable illness or condition as specified in the appendix
- Chicken Pox until the child is no longer infectious or until the lesions are crusted over
- If the child has vomited two or more times within the previous 24 hours
- If the child has had three or more abnormally loose stools within the previous 24 hours
- If the child has contagious conjunctivitis or pus draining from the eye
- If the child has a bacterial infection such as strep or impetigo and has not completed 24 hours of antibiotic therapy.
- If the child has unexplained lethargy
- If the child has lice, ringworm, or scabbies that is untreated or contagious
- If the child has a 100 degree Fahrenheit or higher temperature of undiagnosed origin

- If the child has an undiagnosed rash or rash attributable to a contagious illness or condition
- If the child has significant respiratory distress
- If the child is not able to participate in activities with reasonable comfort
- If the child requires more care than the staff can offer without compromising the health and safety of the other children.

Parents must inform the school within 24 hours when a child is diagnosed of having a contagious disease or lice, scabies, impetigo, ringworm, or chicken pox. The school will notify the parents of exposed children the same day a parent notifies the school of a child's illness or condition as listed above.

### **Insurance**

The preschool program is covered by St. Hubert School (Catholic Mutual) \$500,000 general liability insurance policy.

### **Licensing**

The Little Saints Preschool program is licensed through the Minnesota Department of Human Services. Our license is posted in the classroom. Periodically, a consultant from the Department of Human Services will visit the school to determine the number of children based on the number of square feet in use, indoors and out, and make suggestions for general overall improvements. Our health consultant is our school nurse. The role of the health consultant is to review our preschool's health policies and practices. This is done on a yearly basis or on request if changes are to be made in the policies or if the preschool experiences an outbreak of contagious reportable illness. The Little Saints Preschool program is allowed by state regulations to care for 20 students per session. Classes with more than ten students will also have a teacher assistant in the classroom. The telephone number for the Department of Human Services Division of Licensing is 651-296-3971. The telephone number for MVNA is 612-617-4600.

### **Location:**

The Little Saints Preschool program is located at 8201 Main Street. Please use the south entrance, door number 8. Park in the west (upper) part of the south parking lot.

### **Maintenance of areas, equipment, and furniture used by children.**

The Little Saints Preschool facility meets all requirements as set forth by Minnesota Rule 9503.0140. It is cleaned daily by the school maintenance staff. Rugs are permanently attached or of the non-skid variety. Part of the room is tiled and is swept, vacuumed, or damp mopped daily.

Furniture and equipment is durable, in good repair, structurally sound, and stable. Tables, chairs, and other furniture are appropriate to the age and size of the children who use them. Toys are disinfected twice a year and washed or wiped clean at other intervals

as needed. Toys and game pieces are inspected for sharp edges or points and small pieces that could pose a choking hazard.

### **Medication**

If it is necessary for a teacher or staff member to administer medication, written permission must be given by the child's parent or guardian. All medicines, both prescription and over the counter, must be kept in the original container and have legible labels stating the child's name.

Administration of medicines must be recorded and give name of the child, name of medication, date, time, dosage, and signature of person who dispensed the medication. All medication will be kept out of reach and sight of the children. If a child is allergic to bee stings or certain foods which cause an immediate life-threatening reaction parents should specify this condition exists in both verbal and written notification.

### **Non-Discrimination Policy**

St. Hubert School and Little Saints Preschool does not discriminate on the basis of race, sex, religion, creed, color, or national origin. Provisions for enrollment can be made for special needs of children.

### **Outdoor Activity Area**

The playground area is adjacent to the school building and is supervised at all times when children are present in accordance with Minnesota Rule 9503.0155. The play area is free of litter, rubbish, toxic materials, and water hazards. Supervisors have direct contact with the school office as well as school administration when necessary. Announcements made inside the school can also be heard on the playground.

### **Pets**

Pets are not allowed at school except for special pet days.

### **Program Plan**

A copy of the SHS Little Saints Preschool Program Plan is available upon request from the preschool staff.

### **Risk Assessment and Risk Reduction Plans**

Copies of the SHS Little Saints Preschool Risk Assessment and Risk Reduction Plans are available for viewing upon request from the preschool staff.

### **Safety Precautions**

**Poisoning:** All medications are inaccessible to children. Custodial supply areas are kept locked. Any cleaning supplies in the room will be placed out of reach of the children.

**Aspiration or Choking:** Supervision of children is expected at all times. Preschool staff will monitor types of snacks to prevent problems from occurring. All staff have been trained to use the Heimlich maneuver.

**Burns:** The preschool room will be inspected and is monitored daily for sources which could result in burns. Supervision is expected at all times. The facility is inspected annually by the Fire Marshall in Chanhassen.

**Injury/Accidents:** Supervision of children is expected at all times to prevent injury. The teaching of appropriate play behavior and social interactions is an important developmental skill which is highlighted in our preschool program. Safety is a consistent concern. Sharp objects, medicines, plastic bags, and poisonous plants and chemicals, including household supplies are stored out of reach of children.

**Suffocation:** Each day teachers inspect the play area in order to assure that toys or other play things will not cause a situation in which a child might become trapped or be unable to breathe freely.

**Recording Accidents, Injuries and Incidents:** The classroom teacher and the nurse's office keeps a log of all accidents, injuries and incidents. Accidents and injuries are always reported to parents. The administrative supervisor checks the log and reviews it several times during the school year with the preschool staff.

**Traffic and Pedestrian Accidents:** Safety is a consistent concern. Traffic patterns, carpets, ice and snow removal will be maintained by the maintenance staff to prevent injuries. A drop off and pick up system will be utilized to provide a safe entrance to the school. The drop off and pick up line is a **No Cell Phone Zone**.

### **Separation Concerns**

Beginning the school year with the expectation that your child will be able to be left at preschool with no separation concerns is very important. It is normal for some children to cry and cling to parents as you prepare to leave them at school. This usually lasts for a short time and the child becomes involved in classroom activities. The longer parents prolong their separation the more difficult it is for children to adjust to the classroom setting. We feel that our drop off procedures will help eliminate separation issues.

### **Snacks and Beverages**

A snack with beverage is served each day. We are peanut free, no snack served will contain peanut products. Examples of snacks served are: fruit, pretzels, raisins, cereal, vegetables, pudding, crackers, cheese, popcorn, yogurt. Beverages will be either milk, 100% real fruit juice, or water. It is our policy to only serve snacks provided by Little Saints preschool program. Children have their snacks at a table supervised by the teacher and teacher assistant. Children wash their hands with soap and water before and after snack. Tables are washed with soap and/or disinfectant and water after each use. Utensils are generally disposable.

If your child has a prescribed diet or food allergies this should be noted on your child's records. However, it is also advised that staff members be verbally informed by parents in regard to the individual needs of your child. If your child is on a special diet you may choose to provide a snack for your child.

### **Teacher-Child Ratio**

The state requires a 10-1 child-teacher ratio.

## **Transportation**

Transportation to and from preschool is the responsibility of the parent of the students. Car pooling is a possibility. If your child is in a car pool **please leave a list of your car pool members with the teacher.** Children should be dropped off and picked up as close to the starting and ending class times as possible. (See arrival and pick up). If your child is to be picked up by someone other than those already authorized, parents need to send a note with their child stating this. If an **unauthorized person, an incapacitated driver or someone suspected of abuse attempts to pick up a child,** the teacher will notify the office immediately. **We will NOT let the child leave the building.** The staff or administration will immediately call the police to handle the situation.

## **Tuition**

A non-refundable deposit of \$75 is required at the time of registration. Tuition is paid through ACH from your checking or saving account from September through May.

### **What your child will do in the 3 year old classroom:**

Your child will follow a daily schedule filled with planned activities that will help them develop in the areas of Spiritual, Social/Emotional, Physical, Cognitive, and Language Development.

**Arrival/Meet & Greet:** Your child will learn to recognize their written name as well as the written names of their classmates, develop self-care and self-direction skills, follow classroom rules and routines, play games, build puzzles, string beads, sort, count, classify, and increase their ability to make friends and play in a cooperative manner.

**Opening Meeting:** Your child will learn about the weather, the days of the week, colors, shapes, and numbers. They will pray, sing songs, move their bodies to music, listen to stories, and actively participate in conversations.

**Centers:** The classroom is divided into interest areas where the children may choose from a variety of activities.

**Art area:** Your child will engage in painting of all kinds, gluing, cutting, coloring, and working with clay and play dough.

**Block area:** Your child will build with a variety of blocks. This area also contains figures of animals, people, cars and trucks.

**Book area:** This is an area where your child can relax and have some quiet time looking through books, playing with puppets or hanging out with some soft and cozy friends.

**Dramatic Play area:** While dramatic play can happen anywhere in the classroom, we have a special playhouse area where your child can take care of babies, make dinner, dress up in costumes, and let their imaginations soar! This area is sometimes transformed into a grocery store, pet shop, dentist office, etc.

**Puzzle/Game area:** Activities in this area are designed to improve hand/eye coordination and build fine motor skills. This area is stocked with puzzles, pegs and pegboards, lacing beads, and preschool games.

**Sensory area:** The sensory table is a place for your child to explore cause and effect through different mediums such as sand, water, shaving cream, and a few surprises.

**Science/Math area:** Your child will have an opportunity for hands on exploration with magnets, magnifying glasses, scales and lots of cool things from God's wonderful world. There will be items for your child to sort, count, and build patterns with.

**Writing area:** This area is stocked with paper, pencils, markers, crayons, stickers, and stencils for your child to enjoy.

**Movin' & Groovin':** Through music and movement, your child will learn about the letters of the alphabet. We will learn some fun songs that get our bodies moving. Also, our friend, Letter Bird, will fly in each week with a new letter to learn about and celebrate.

**Snack:** Children will pray together, practice self-help skills, and table manners all while enjoying a healthy snack and conversation with friends.

**Outside Play:** Every day your child will have an opportunity to run, jump, hop, gallop, climb and burn off some of their endless three-year-old energy in our indoor play area or on our outdoor playground.

## What your child will do in the 4/5 year old classroom:

Your child will follow a daily schedule filled with planned activities that will help them develop in the areas of Spiritual, Social/Emotional, Physical, Cognitive, and Language Development.

- Arrival/Meet & Greet:** Your child will learn to recognize their written name as well as the written names of their classmates, develop self-care and self-direction skills, follow classroom rules and routines, play games, build puzzles, string beads, sort, count, classify, and increase their ability to make friends and play in a cooperative manner.
- Opening Meeting:** Your child will learn about the weather, the days of the week, months of the year, colors, shapes, and numbers. They will pray, sing songs, move their bodies to music, listen to stories, and actively participate in conversations.
- Centers:** The classroom is divided into learning centers where the children may choose from a variety of activities.
- Art area:** Your child will engage in painting of all kinds, gluing, cutting, coloring, and working with clay and play dough.
- Block area:** Your child will build with a variety of blocks. This area also contains figures of animals, people, cars and trucks.
- Book area:** This is an area where your child can relax and have some quiet time looking through books, playing with puppets or hanging out with some soft and cozy friends.
- Dramatic Play area:** While dramatic play can happen anywhere in the classroom, we have a special playhouse area where your child can take care of babies, make dinner, dress up in costumes, and let their imaginations soar! This area is sometimes transformed into a grocery store, pet shop, farmer's market, flower shop, etc.
- Puzzle/Game area:** Activities in this area are designed to improve hand/eye coordination and build fine motor skills. This area is stocked with puzzles, pegs and pegboards, lacing beads, and preschool games.
- Sensory area:** The sensory table is a place for your child to explore cause and effect through different mediums such as sand, water, shaving cream, and a few surprises.
- Science/Math area:** Your child will have an opportunity for hands on exploration with magnets, magnifying glasses, scales and lots of cool things from God's wonderful world. There will be items for your child to sort, count, and build patterns with.
- Writing area:** This area is stocked with paper, pencils, markers, crayons, stickers, and stencils for your child to enjoy.
- Alphabet Soup:** Letter Bird will fly in with the letter bag, filled with items that start with the letter of the week. Your child will learn about upper case, lower case, and the sounds that the letters make.
- Snack:** Children will pray together, practice self-help skills, and table manners all while enjoying a healthy snack and conversation with friends.
- Outside Play:** Every day your child will have an opportunity to run, jump, hop, gallop, climb and burn off some of their endless four-year-old energy.